

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND**  
**POSITION DESCRIPTION**

POSITION TITLE: HR BENEFITS SPECIALIST

POSITION/LOCATION: Agency, Human Resource Management & Development/Tucson

POSITION REPORTS TO: Director of Human Resource Management & Development

POSITION SUPERVISES: Benefits Technician and Records Technician

**SUMMARY OF WORK:**

Develops, implements, and manages employee benefits and related programs within the Human Resource Management Department and in cooperation with the Human Resource Division of the Arizona State Department of Administration (ADOA). Directly supervises subordinates in the areas of Records Management, and Workers' Compensation.

**MINIMUM QUALIFICATIONS:**

A.A. Degree, two-year business school, or equivalent with coursework in Human Resources (HR); two years of experience with employee benefits programs; one year supervisory or work leader experience. High School Diploma or G.E.D. and two additional years of experience will substitute for education; experience in records management or workers' compensation will substitute for supervisory experience.

**PREFERRED QUALIFICATIONS:**

Experience with the State of Arizona, experience in an educational setting, and additional years of related training or education beyond the minimum.

**MAJOR DUTIES AND RESPONSIBILITIES:**

The duties and responsibilities of this position include but are not limited to the following:

- Informs and counsels employees regarding the availability, cost, eligibility and enrollment of benefits, such as leave options; retirement; health, vision, dental, disability, life and other applicable insurance programs; flexible spending accounts; tax deferred compensation; employee assistance program(s); and wellness programs.
- Enrolls employees in the Arizona State Retirement System (ASRS); assists ASRS in coordination of retirement benefits.
- Processes State of Arizona benefits enrollment throughout the year and during open enrollment; coordinates enrollment with ADOA; revises and updates benefits documentation and orientation packets for employees; coordinates the summer insurance program for school year employees.
- Processes short-term and long-term disability claims and supporting documentation; performs follow up tasks as required.
- Initiates COBRA benefits (health, dental, and flexible spending accounts) for all eligible persons; and records progress.

PAY PLAN: <u>Classified</u>	GRADE: <u>12</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>Revised: 7/2006</u>
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- Assists with researching and evaluating employee benefit programs for possible implementation, such as employee assistance programs, employee recognition, and drug and alcohol program, etc.
- Maintains confidential medical files for all employees.
- Adheres to a retention schedule with guidance from the Arizona Department of Library, Archives and Public Records.
- Coordinates employees' leave status with other areas of HRM, ADOA, and payroll; calculates, collects and processes private payments for employee benefits when in leave status.
- Trains personnel liaisons in the area of benefits and coordinates work with liaisons in all areas of the State.
- Establishes positive relationships with benefits providers, ADOA and ASRS employees and meets with them during the year to obtain updates and make suggestions to enhance service to ASDB.
- Receives and distributes the health and benefits newsletter, submits benefits information for the HRM newsletter.
- Responds to inquiries from Supervisors and Managers regarding the assigned areas of benefits, records management, and workers' compensation.
- Supervises subordinate personnel in the areas of records management and workers' compensation including training, directing work activities, evaluation, and discipline.
- Confers with Supervisor; gives information and advice; receives instruction and guidance; attends scheduled department meetings.
- Performs additional related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of currently accepted Human Resource Management principles and practices applicable to assigned program areas.
- Knowledge of Federal and State statutes, Agency policies, procedures, rules and regulations.
- Knowledge of current court decisions and pending legislation affecting duties assigned.
- Knowledge of current practices in employee benefits.
- Knowledge of records management methods and procedures.
- Knowledge of Workers' Compensation Insurance laws, rules, and regulations; knowledge of medical terms.
- Knowledge of current trends in group insurance.
- Skill in oral and written communication.
- Skill in problem analysis and resolution.
- Skill in the use of PCs and related software including MS Office, PowerPoint, and the State's HRM system.
- Skill in organization and management of time, resources, and finances.
- Ability to effectively supervise staff.
- Ability to establish interpersonal relations, as applied to contacts with employees, other HR staff, and Benefits Representatives, Medical Providers, Risk Management, etc.
- Ability to learn Sign Language.